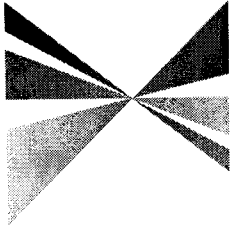


SOUTHERN CALIFORNIA



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GOVERNMENTS**

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Ventura County: Judy Mikels, Ventura County • Glen Becerra, Simi Valley • Carl Morehouse, San Buenaventura • Toni Young, Port Huene

Riverside County Transportation Commission: Robin Lowe, Hemet

Ventura County Transportation Commission: Bill Davis, Simi Valley

MEETING OF THE

ADMINISTRATION COMMITTEE

**Thursday, December 4, 2003
9:00 a.m. – 10:15 a.m.**

SCAG Offices

818 W. 7th Street, 12th Floor

**San Bernardino A & B Conference Room
Los Angeles, California 90017
213. 236.1800**

Agenda & Map Enclosed

If members of the public wish to review the attachments or have any questions on any of the agenda items, please contact Deby Salcido at 213.236.1993 or salcido@scag.ca.gov

ADMINISTRATION COMMITTEE

AGENDA

	PAGE #	TIME
1.0 <u>CALL TO ORDER</u>		
2.0 <u>PUBLIC COMMENT PERIOD</u> -- Members of the public desiring to speak on an agenda item, or agenda items not on the agenda, but within the purview of this committee, must notify the Secretary and fill out a speaker's card prior to speaking. A speaker's card must be turned-in before the meeting is called to order. Comments will be limited to three minutes. The Chair may limit the total time for comments to twenty (20) minutes.		
3.0 <u>CONSENT CALENDAR</u>		
3.1 <u>Approval Items</u>		
3.1.1 <u>Approval of November 6, 2003 Minutes Attachment</u>	108	
3.1.2 <u>Approval of Contracts RC Attachment</u>	09	
• Kaku Associates, Inc.	10	
• Leachman & Associates	13	
• SAP Public Services, Inc.	14	
• Thomas Brothers	15	
• Avaya Financial Services	17	
3.1.3 <u>Approve Resolution 03-448-2 for a Certificate of Consent to Self Insure Workers' Compensation Liabilities RC Attachment</u>	19	
3.1.4 <u>Approve Resolution 03-448-3 amending SCAG's Health Care Reimbursement Plan RC Attachment</u>	21	
3.2 <u>Receive & File</u>		
3.2.1 <u>Conflict of Interest – (Info Only) RC Attachment</u>	22	

Admin. Comm. Agenda – Salcido
12/04/03 - DOCS #92596

ADMINISTRATION COMMITTEE

AGENDA

	<i>PAGE #</i>	<i>TIME</i>
3.2.2 <u>Contracts & PO's between \$5,000-\$25,000</u> RC Attachment	24	
3.2.3 <u>Summary of Key Issues and Actions Taken</u> <u>by the Policy Committees in December</u> Handout		
4.0 ACTION ITEMS		
4.1 <u>Administration Committee Report</u>	Mayor Richard Dixon, Chair	
4.1.1 <u>Annual Financial Statements,</u> <u>Single Audit & Management Letter</u> <u>For Fiscal Year 2003</u> Attachment	Bert Becker CFO	80
Recommended Action: Receive and File		
4.1.2 <u>Audit/Best Practices Subcommittee</u> <u>Charter</u> Attachment	Bert Becker CFO	81
Recommended Action: Adopt proposed charter		
4.1.3 <u>2004-2005 OWP Priorities</u> Attachment		88
Recommended Action: Approve Priorities		
5.0 INFORMATION ITEMS		
5.1 <u>Monthly Financial Report</u> Attachment	Bert Becker, CFO	97
5.2 <u>Personnel Committee Report</u>		

ADMINISTRATION COMMITTEE

AGENDA

PAGE #

TIME

6.0 FUTURE AGENDA ITEMS

Any committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three minutes.

7.0 ANNOUNCEMENTS

8.0 ADJOURNMENT

THE JANUARY 1st MEETING IS CANCELLED! The next meeting is scheduled for Thursday, February 5, 2003 at the SCAG Offices.

Admin. Comm. Agenda – Salcido
12/06/03 - DOCS #92596